GLOSSARY

Terms and Definitions

Adult High School Diploma

A program of instruction designed for an 18-year-old or older individual that culminates in a Community College Adult High School Diploma. Courses are set at a length of 60 contact hours per course, with a maximum of five courses per semester.

Alternative High School

An established environment within or apart from the regular high school with policies and rules, educational objectives, staff and resources designed to accommodate student needs, and to provide a comprehensive high school education consistent with the goals established by school districts in the area. Whether or not an individual student may choose to attend an alternative school may be limited by court order or by approval of the local school district. Community colleges may establish and operate alternative high schools for secondary school districts on a contractual basis. Students are not eligible for postsecondary State General Aid unless such students are taking courses above and beyond the defined programs for high school completion.

Apprentice

A person at least 16 years of age (except where an older minimum age standard is established by law) who enters into any contract of service registered with the appropriate apprentice agency. An apprentice receives instruction from his or her employer in an apprenticeship approved occupation.

Apprenticeship Program

A program registered with the Department of Labor or the state apprenticeship agency in accordance with the National Apprenticeship Act. An apprenticeship program is conducted or sponsored by an employer, a group of employers, or a joint apprenticeship committee representing both employers and labor, and contains all of the terms and conditions for the qualification, recruitment, selection, and training of apprentices. Related instruction courses are often part of the program.

Articulation

The process of mutually agreeing upon courses and programs earned at a sending institution for credit or advanced placement at a receiving institution. Often courses and programs are transferable either from secondary to postsecondary institutions or between postsecondary institutions.

Arts and Science Courses

Credit courses in College Parallel/Liberal General Studies/College Transfer, which are transferable to four-year institutions for completion of a baccalaureate degree and those that are included in career/technical curriculums that are applicable for employment on completion of curriculum.

Arts and Science MIS and Financial Cost Centers

Arts and Science Courses contained in the two-year associate degrees transfer program (College Parallel/Liberal General Studies/College Transfer) and College Parallel/Career Option programs.

Associate in Applied Arts (AAA) & Associate in Applied Science (AAS) Degrees

The degree awarded for satisfying the curriculum requirements and demonstrated competence for employment in the occupational field for which the program was designed. Typically, these degrees apply to occupations requiring significant amounts of applied scientific and mathematical knowledge. These degrees require a minimum of 60 semester credit hours (90 quarter hours) in length with a minimum of 12 semester credit hours (18 quarter hours) of general education. Programs awarding these degrees shall not exceed 19 semester credit hours per term (28.5 quarter hours) and shall not exceed 86 semester credit hours (129 quarters hours) in length.

Associate in Arts (AA) & Associate in Science (AS) Degrees

The degrees awarded for satisfying the curriculum requirements of arts and science courses designed as college parallel programs transferable as the first two years of a baccalaureate degree. These programs are referred as college parallel/liberal general studies/college transfer. They include a minimum of 60 semester credit hours (90 quarter hours) of credit courses designed and acceptable for transfer with the understanding that 16 semester hours (24 quarter hours) of career/technical courses could be included in the total.

Associate in General Studies Degree (AGS)

The degree awarded for satisfying the curriculum requirements of a two-year program other than set forth in 281 Iowa Administrative Code 21.2(10) associate of arts or science. The degree requirements are flexible for individual students, not intended for transfer, and include a minimum of 60 semester credit hours (90 quarter hours).

Certificate

The award for satisfying the curriculum requirements of an activity, course, and/ or program other than one that is intended for a diploma or a degree. Certificates can be awarded for credit and non-credit offerings.

College Parallel/Career Option Program (CP/CO)

AS or AA degree programs designed as the first two years of transfer credit toward a baccalaureate degree in a specific occupational area which includes a minimum number of skill development courses for immediate employment. Students have a choice of articulating their program to a four-year institution for completion of a baccalaureate degree or seeking employment in curriculum designed occupation or a related field.

College Parallel/Liberal General Studies/College Transfer

See Associate in Arts (AA) & Associate in Science (AS) Degrees.

Contact Hour

The computation of minutes given for an instructional activity. The minimum requirement of one contact hour is 50 minutes.

Continuing Education Unit (CEU)

A uniform unit of measurement given by a college for non-credit activity, course, and/or program. One continuing education unit (CEU) equals 10 contact hours (based on one 50-minute classroom hour) of participation in an organized education experience.

Credit

A unit of measure/recognition given by a college for the completion of an activity, course, and/or program recognized by higher education. It accounts for instructional activity in standards terms of rationalization of collegiate requirements related to transferability.

Credit Hour

The computation of a single hour of class time per week occurring over a defined instructional period (term). An hour is referred to as 50 minutes to equal one credit hour of instruction, with requirements stated as semester minimums.

Classroom shall be 800 minutes (533 minutes for one quarter hour) of scheduled instruction plus, when applicable, a scheduled culminating activity.

Laboratory shall be 1,600 minutes (1,066 minutes for one quarter hour).

Clinical practice shall be 2,400 minutes (1,599 minutes for one quarter hour).

Cooperativelwork experience shall be 3,200 minutes (2,132 minutes for one quarter hour).

Developmental Education

A non-college transfer course designed to provide assistance (remedial instruction) to an individual so they can successfully complete the regular courses in their program of study.

Diploma

The award granted for satisfying the curriculum requirements of a program that consist of a minimum of 15 semester credit hours (22 quarter hours) with the general education component consisting of a minimum of 3 semester hours (4 quarter hours).

Full-Time Equivalent Enrollment (FTEE)

The equivalent number of students attending a single community college. One FTEE in credit hours equals twenty-four (24) credit hours. One FTEE in non-credit (contact) hours equals 600 contact hours.

General Education

Credit courses designed to broaden student ability to reason, think, compute, communicate and adapt to change. They also include human development in civic, consumer, environmental, and social responsibilities. The general education requirements include courses in communications, humanities, mathematics, science, and social science. The number and type of general education courses is determined by the degree (state requirements) and often varies with different receiving institutions.

Headcount

The actual number of students enrolled in a given instructional category or unit during a given period of time.

Unduplicated headcount means that a person is counted only once during the reporting period even though they may be enrolled in more than one program. The individual is to be reported in the program in which they were most recently enrolled. If the above criterion discriminates, then the student is to be reported in the program in which they received the most credit or contact hours of instruction. In any case, the student should be counted only once during a specified period of enrollment even though they may be in more than one term during the reporting period.

Human Resources

Community college employees are classified according to position and assignment codes. The staff is usually classified as administration, instructional/faculty, professional, secretarial/clerical, and service.

A *full-time* faculty/instructor is classified full-time according to the college's definition and whose regular assignment is instruction (more than 50%), including those with released time for research. Also included are full time instructional faculty on sabbatical leave, full-time replacements for instructional faculty on leave without pay, and chairs of departments (if they have no other administrative title and hold a full-time faculty rank).

A *part-time* faculty/instructor is classified part-time according to the college's definition and who is employed less than full-time (see above definition).

An adjunct faculty/instructor is when a person has an occasional or temporary affiliation with an institution or another faculty member in performing a duty or service in an auxiliary capacity.

TemporarylSeasonal includes individuals who are employed by the college for short-time periods for specific purposes. Such an employee may be full or part-time and often are not provided benefits.

Jointly Administered Program

A program entered into by two or more educational institutions to provide instructional or administrative services jointly, to the mutual advantage of the constituents of each institution.

Leisure/Recreational

Courses that provide instruction in leisure, recreation, casual culture, wellness, and/or self-enjoyment subjects.

Non-Credit

Non-Credit offerings cover a wide range of activities, courses, and programs usually for the adult population. They are recognized for their ability to provide offerings in non-traditional lengths and delivery methods, as well as special "packaging" for individuals and business/industry.

Preparatory Program

Preparatory programs are designed to provide the specific skills and knowledge essential for successful entry into an occupation following completion of a designated curriculum. These programs may be for credit and/or non-credit depending on the intent and requirements of the curriculum.

Full-time programs operate on the average of 15 credit hours per term and at least two terms in length.

Part-time programs operate on the average of less than 15 credit hours per term and at least two terms in length.

Short-term programs are less than 22 credit hours in length.

Secondary High School Diploma

Courses provided by community colleges for secondary credit toward a high school diploma granted by a local secondary school district.

Student

A *full-time* student is one who enrolls for 12 or more semester credit hours (18 or more quarter hours) in the most recent regular term of enrollment.

A *part-time* student is one who enrolls for less than 12 semester credit hours (18 quarter hours) in the most recent regular term of enrollment.

Appropriate adjustments for length of summer term are to be used if the student has not attended a regular term during the academic year.

The above definitions are used for uniform state reporting, however community colleges often define full-time and part-time enrollments according to independent local criteria.

College Student Aid Commission's full-time definition is a student enrolled for 12 or more semester credits, 12 or more quarter credits, or 24 contact hours a week each term.

Tech Prep Postsecondary Student

A student who has completed the courses required at the secondary level (both academic and technical courses) and is enrolled in the postsecondary portion of the same 2 plus 2 program.

Tech Prep Program

A program that combines at least two years of secondary education and two years of postsecondary education in a non duplicate sequential course of study, integrates academic and career/technical courses, and leads to an associate degree and/or an occupational certification in a high skill, high wage occupation or further education.